

BAY COUNTY MEDICAL CARE FACILITY

JOB DESCRIPTION

DATE: 8/21/2015

F.L.S.A.Class: Non-Exempt

TITLE: Admissions/Receivables Clerk

WAGE SCALE: \$16.50/Hour - Hire
\$17.00 – 6 months, \$17.50 – 1 year

REPORTS TO: BUSINESS OFFICE MANAGER

JOB SUMMARY:

Responsible for verifying resident insurance coverage, computing resident insurance benefits, and assisting with compiling itemized resident bills. Works directly with the Admissions Department, Medical Records Department, and Business Office Manager. Participate in performance improvement and Quality Assurance.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Coordinates resident admissions with Admission RN, and referring facilities, verifying insurance(s) coverage and available covered days.
2. Initiates and oversees an interdepartmental "Meet and Greet" program.
3. Verifies insurance/demographic information for data entry, including financially responsible party and all contact information.
4. Working knowledge of, and ability to articulate to future residents/resident's family, the financial needs involved in the admission process.
5. Works directly with Admissions to complete required financial admission paperwork.
6. Provides customer service assistance relative to the Medicaid application process.
7. Works with Billers on monthly billing and collections, to provide coverage and/or assistance during biller's absences or Admissions downtime.
8. Reviews Medicaid Patient Pay Amounts monthly and adjust accordingly, share with Billing and Office Manager for Representative Payee payments.
9. Provides direction for resident/responsible party re: Medicaid application process and ongoing follow up through completion.
10. Compiles resident bills, completes appropriate forms, and submits claims to proper agencies/insurance companies.
11. Contacts resident/insurance companies to collect unpaid account balances.
12. Keeps current with changes in Medicare and Medicaid programs.
13. Maintains current resident accounts and addresses of resident family.
14. Submits all correspondence in a timely manner.
15. Answers the telephone in a polite and professional manner.
16. Communicates all pertinent information to the appropriate personnel/department.

17. Interacts with residents/families in a professional manner and provides explanations regarding billing statements and insurance coverage.
18. Treats residents/families with respect.
19. Maintains a good working relationship within the department and with other departments.
20. Maintains a professional working relationship with insurance companies.
21. Is knowledgeable of Resident Rights and ensures resident privacy and dignity while helping ensure a safe and secure environment for all residents.
22. Completes annual in-service training requirements, maintains acceptable attendance, and dresses in accordance with the Dress Code policy.
23. Responsible for appropriate use of Facility supplies and equipment to minimize loss, waste and fraud.
24. Maintains confidentiality of all data, including resident, employee and Facility information.
25. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Thorough understanding of regulations and billing standards of Medicare, Medicaid, HMO's, PPO's, and private insurance companies.
2. Working knowledge of Medicaid's applications and eligibility requirements.
3. Basic computer knowledge and data entry skills.
4. Completion of a certificate program in medical billing, or comparable experience in medical billing.
5. One to two years of billing experience is required.
6. Ability to be flexible, organized, and function well in stressful situations.
7. Valid, unrestricted driver's license
8. Skills necessary to troubleshoot and resolve billing software related problems.
9. Ability to make mathematical calculations with speed and accuracy.
10. Interpersonal skills necessary to work with all levels of personnel, residents, families, and third party payers regarding overdue accounts.
11. Ability to handle administrative pressures of the office, work on projects requiring concentration and attention to detail, and to perform data entry for prolonged periods of time.
12. Completes work within designated time.
13. Wears identification while on duty; uses computerized punch time system correctly.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

1. Work is in a normal office environment, with time spent occasionally in a resident care environment with minimal exposure to communicable diseases when using universal precaution methods.
2. Extended work day (beyond 8 hours/day) may be occasionally required.

Every employee at Bay County Medical Care Facility is entitled to a safe and healthful workplace. All employees will follow safe and healthful work practices, obey safety and health rules and regulations, and work in a manner which maintains high safety and health standards.

The Facility will provide and maintain safe and healthful working conditions, and we will establish and insist upon work methods and practices that promote a safe and healthful workplace at all times.

The job duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions of this position.

This Job Description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.

I have received, read and understand the above Job Description and Description of Physical Demands.

EMPLOYEE

DATE

FOR APPLICATION PROCEDURE AND INSTRUCTIONS, PLEASE GO TO:
<http://www.baycountymcf.com/how-to-apply.html>